

Classroom Procedures

Beginning of Class

- Be in class on time (meaning once the bell rings you should be in the classroom and in your seat) I am not forgiving about... "The halls were crowded, I dropped my books, etc...Don't waste your breath...BE HERE ON TIME!
- Be in your assigned seat (If you are not in your assigned seat you will be marked absent for the class)
- Complete bell ringer/ journal entry at the start of class
 - This will be located at the designated spot on the blackboard or the promethean Board
 - Once the bell rings, you should be quiet and working. Once completed the assignment, review your notes or homework until everyone has completed the bell work.
- Once class has started and until class has ended, No cell phones, Ipods, or mp3 players are to be used. If I see it, you can join me after school for your 1st offense. Second offense will result in a referral.

During Class

- During lecture, you are required to be quiet allowing students to concentrate on the material being presented in class. Students may leave their seats in order to use the pencil sharpener or get paper at any time when no large group discussion is being conducted. If I or another student is speaking, students will ask permission before leaving their seats.
- During Group work, every student is required to participate. Your classmates are counting on you to get the job done well!
- During lab work, every student is required to participate in labs. Copying is not learning the material. You have plenty of time; use it to learn something new!
- During group presentations, every student is required to listen and take notes about the presentations! You never know when it will come in handy!
- SIGNING OUT will be allowed during times of least disruptive. Lav passes are rarely allowed (only in emergencies and at a time that is least disruptive.)
 - You are to have your passport filled out completely. If you do not, go sit down until it is.
 - Sign out on the sheet under the clock. If you do not sign out on this sheet, then you can not go anywhere.

At the End of Class

- You are to remain in your seats. This means no line at the door! You have plenty of time to get to where you need to go.

- The homework will be given at the end of class. Please write your homework in your assignment book. It is important that you are quiet during this time.

During Labs

- Lab safety is extremely important. The rules in the safety contract will be followed.
- If the safety rules are violated, the student(s) will not participate in the next lab and an alternate assignment will be given. The student will then have a second opportunity to behave the correct way in the lab setting; however, if inappropriate behavior continues the student will not be allowed to participate in labs the remaining of the semester.
- Lab makeup, please see instructor for lab makeup assignment.

Cheating

- Cheating will not be tolerated at anytime. This includes copying homework, copying lab notebooks, cheating on a test. If test is open book , you are only permitted to use handouts in class and your own hand written notes. You may not share any materials.

Respect – (No. 1 Rule) – The only way to get respect is to give respect. Treat everyone as you would like to be treated. Do not talk when others are speaking and remember to be polite at all times.

I have read and understood the classroom procedures. If I choose to break these procedures, I will receive the appropriate consequences.

Name_____Date_____

This form is due back on February 4, 2009